



OFFICE OF PROCUREMENT SERVICES
315 WEST MAIN STREET, SUITE 441
PO BOX 7800
TAVARES FL 32778-7800

PHONE: (352) 343-9839
FAX: (352) 343-9473

www.lakegovernment.com

ADDENDUM NO. 2

Date: February 12, 2013

Request for Proposal (RFP) No. 13-0206 Wellness Way Sector Plan

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum ____ does X does not change the date for receipt of bids or proposals.

The purpose of this addendum is to provide confirming information to all potential responding vendors to the cited Request for Proposals. The information provided herein summarizes the pre-proposal meeting held on February 7, 2013, and various questions from vendors with County responses thereto. Please note that the questions and answers are numbered as following the questions and answers provided in addendum 1.

The pre-proposal meeting commenced with an overview of the RFP itself, confirmation of previously issued addendum 1, and availability of various forms in Word format on the County website. Specific attention was drawn to the evaluation criteria, payment schedule, and proposal direction requirements included in the RFP. Draft responses to additional questions (numbers 8 through 17 below) were provided for general information subject to confirmation via written addendum. Additional questions were then raised and either answered immediately or via reference to confirmation under addendum 2.

Question 8: Do we need to submit Insurance Certificates from our subcontractors?

Answer 8: No, it is up to the prime vendor to ensure any subcontractors have and hold any required insurance.

Question 9: Is there a preferred planning horizon (year) for the Sector Plan?

Answer 9: No, but it should be Year 2030 at a minimum to match the County's 2030 Comprehensive Plan. Long range planning beyond 2030 shall be in five year increments.

Question 10: The desired schedule as expressed in the RFP is somewhat unclear. Does the County expect both Parts I and II of the scope of work to be completed in 12 months? Or just Part I?

Answer 10: The County expects the initial draft of all Part I items to be completed within 180 calendar days after notice to proceed as specified in RFP Section 1.10. All Part I and Part II items must be completed within twelve (12) months after notice to proceed.

Question 11: Is a Master Development Approval (Section 163.3245 (6), Florida Statutes) included in the desired scope of work?

Answer 11: No, this section is applicable to developer driven Sector Plans, while the effort under the RFP is at the initiative of local government (Lake County). Should the Consultant recommend aspects of this section to increase the ultimate success of the Sector Plan, the County may consider such recommendations.

Question 12: Please provide a copy of the agreement between Lake County and the landowners that was approved by the Board of County Commissioners to fund this project. ?

Answer 12: A copy of the executed agreement will be included on the website page for the solicitation. Please note that all direct interaction during the solicitation and performance periods of the project shall be between the consultant and the County.

Question 13: How does the planning staff envision the new Wellness Way Sector Plan to "fit" into the County's existing comprehensive plan and CIP? E.g. would it be a separate "element" of the plan or would the goals, objectives and policies be entirely incorporated into the existing elements of the plan?

Answer 13: The Capital Improvements needed for the Sector Plan should be included in the CIP. Other aspects may be with a specific element or separate elements.

Question 14: What is the schedule for shortlisting and selection of the consultants?

Answer 14: We anticipate that initial evaluation and recommendation will be completed within 30 to 45 days after receipt of proposals. See question/answer 15 below for further detail.

Question 15: Will interviews be conducted or will the selection committee just rank and select without presentations?

Answer 15: The RFP process allows sufficient flexibility for either circumstance to occur.

Question 16: Is the copy of the submittal to be provided in response to this RFP acceptable as a PDF in lieu of Word format? Most of the consulting firms utilize In-Design to publish the final proposal and then a pdf is created for submittal. This item is referenced in the RFP in Section 1.14: Completion Requirements for Request For Proposal (RFP).

Answer 16: Adobe Acrobat (.pdf) format is acceptable

Question 17: There is some confusion with regard to the required projects that must be submitted for experience. Section 1.14.1 Proposal Submittal, Tab F Similar Projects references “similar work efforts.... performed by your firm within the last three years...”. The form in Section 5 Attachments titled “Similar Projects Form” requests work by “firm or individual”..... Does the County want to see only firm projects on the Similar Projects Form or projects performed by the firm or individuals?

Answer 17: See response to question 2 on addendum 1.

Question 18: Please provide clarification regarding the completion requirements for the overall process and related tasks.

Answer 18: The time frame for completion of the sector plan as a whole is 180 days. The County has not specified time frames for completion of individual tasks and expects the responding vendors to describe their proposed time frames for individual tasks within their proposals. The County also reiterated the sequence of events described in the RFP leading to completion of the sector plan.

Question 19: Is there a page limit for the response? Can more than five references be provided?

Answer 19: No, but vendors should be concise. Vendors may submit more than five references.

Question 20: There were several inquiries relating to defining corporate experience in regards to relating experience similar to what is expressed in q/a 17 above.

Answer 20: Vendors were advised to relate all relative experience and to put their “best foot forward”. It was confirmed that the County would consider all directly-related experience evidenced by responding vendors.

Question 21: Where should reference information be included in the response?

Answer 21: Provide that information in conjunction with the forms at RFP attachments 1 through 3

Question 22: Who is on the Selection Committee?

Answer 22: Committee membership has not been established at this time.

Question 23: There were several inquiries requested detail on the relation between the sector plan and the County’s Comprehensive Plan.

Answer 23: The sector plan will be its own element under the Comprehensive Plan but with proposed infrastructure to be included into the Capital Improvements Element.

Question 24: What is the interaction of the sector plan with the Clermont JPA?

Answer 24: It was stated that interaction with the Clermont JPA would be an integral part of the sector plan development with the understanding that the JPA may be amended over time.

Question 25: There were several inquiries whether circumstances such as a need for more than three workshops would be cause for pricing adjustment. The pricing notes were referenced in this regard.

Answer 25: It was specifically noted that the pricing note in this regard advised that there would be no price adjustment if an unchanged task took longer to complete than was estimated by the vendor. However, as with any effort of this nature, a significant change in stated requirements could be cause for consideration of a pricing adjustment.

Question 26: Would the County consider monthly invoicing of sub-task effort?

Answer 26: The pricing structure in the RFP was developed specifically to allow for progress billings and payments upon completion and acceptance of the designated tasks listed in the pricing section of the RFP. A specific further delineation of sub-task billing is not being considered at this time. However, upon specific request and evaluation during contract performance, the County may consider allowing sub-task billings on an exceptional basis for a task that is especially long term and labor intensive in nature.

Question 27: Can the County provide specific comment on management of the process and the degree of interaction required with County personnel?

Answer 27: The County currently anticipates that the County Manager or designee will serve as primary administrative point of contact after award of contract, and that all interaction with affected parties shall be in coordination through him. Weekly progress calls are anticipated to be provided by the vendor.

Question 28: The RFP states our proposal must include corporate experience of similar projects in the last three years. However, at the pre-proposal meeting it was stated individual experience may also be used. For individual experience, should the corporation for which the individual worked at the time be cited so as to properly identify the firm for what may be privileged work product of that firm?

Answer 28: We would expect that all individual experience would be substantiated by provision of resumes or personal histories that are complete in nature.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____